



---

**ACTIVE DISCUSSION ITEMS**

1. Park and Special Events Permit Process
2. Community Safety and Violence Prevention Commission Council Discussion  
*- Per Brooklyn Center City Council request, City staff are prepared to discuss resolution recommendations for the establishment of the Brooklyn Center Community Safety and Violence Prevention Commission (scope and authority, commissioner composition, and operational impact).*

**PENDING LIST FOR FUTURE WORK SESSIONS**

1. Upcoming Items
  - Memorial Policy - 2025
  - Grants: Revenues & Expenses
  - Purchasing Policy - 2025
  - Planning Application Process - October
  - Commission Members
  - Property Tax

# Council/EDA Work Session

DATE: 9/23/2024

TO: City Council

FROM: Dr. Reggie Edwards, City Manager

THROUGH: N/A

BY: Carissa Goebel, Deputy Director Park and Recreation and Barb Suciu, Assistant City Manager/City Cler

SUBJECT: Park and Special Events Permit Process

## Requested Council Action:

## Background:

Tonight the Park & Recreation Department along with the City Clerk's office will be presenting the process on park shelter rental permit process and the Special Events License process.

## Budget Issues:

## Antiracist/Equity Policy Effect:

## Strategic Priorities and Values:

Maintain and enhance public places

## ATTACHMENTS:

Description	Upload Date	Type
Park Shelter Rental Application	9/19/2024	Backup Material
Amphitheater Rental Guide	9/19/2024	Backup Material
Special Events License Application	9/19/2024	Backup Material
PowerPoint	9/19/2024	Presentation



## Park Building & Picnic Shelter Rental Application

**Park Building & Picnic Shelters are available from May 1 thru October 15,  
between the hours of 8 am and 10 pm**

Name \_\_\_\_\_ Date of birth \_\_\_\_\_

Business or organization (If applicable) \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Best contact phone for deposit \_\_\_\_\_ Email \_\_\_\_\_

If different, best contact phone for day of event \_\_\_\_\_

Requested date of rental \_\_\_\_\_ Start/end time \_\_\_\_\_

Describe your event and activities related to your event \_\_\_\_\_

Which picnic shelter and/or building would you like to reserve? **(See back page for locations & additional information)**

Number of guests expected \_\_\_\_\_

If renting more than one space, a special events permit may be required by the City.

Please contact the City Clerk's Office at [cityclerk@brooklyncentermn.gov](mailto:cityclerk@brooklyncentermn.gov).

- Brooklyn Center residents may make a reservation beginning March 14, 2024.
- Reservations for non-residents starts April 25, 2024.
- Reservations must be made in person at the Community Center Monday-Friday, between 9 am & 4 pm. Minimum of 7 days notice is required to assure proper maintenance of the picnic shelter.
- Proof of address is required when applying for a picnic shelter permit.
- Permit holders must be 18 years of age or older.
- The deposit and non-refundable rental fee are required at the time of reservation.
- Permit holder must be on site with a copy of their permit during event and is responsible for compliance of City policies & ordinances.
- **Alcohol is prohibited. Fireworks are prohibited. Glass bottles are prohibited**
- The City of Brooklyn Center significantly restricts the use of radios, boom boxes, recorded music, loud speakers, live music or amplified sound equipment. The Police Department actively enforces the City's Noise Ordinance. (Chapter 19)
- **Parking is available in designated parking lots. Driving vehicles on trails and parking on grass is prohibited.**
- Use of tents, inflatable games (including bouncy houses), dunk tanks or similar items require pre-approval by the Parks & Recreation Department. The permit holder must provide the city with a Certificate of Insurance from the vendor that includes liability coverage of at least \$1.5 million naming the City of Brooklyn Center as an additional insured prior to booking a picnic shelter.

1)	Is this a church event, school event, race or walk, fundraiser, carnival, tournament or other event that is <u>open to the public</u> ?	Yes	No	Your Initials:
2)	Are you having any food trucks, bounce houses or other extras? They may require additional permits or documentation.	Yes	No	Your Initials:
3)	I understand that I cannot stake anything into the ground. If you are using a tent (only 10'x10' allowed) , you may use weights to hold it down.	Your Initials:		
4)	I understand that the capacity must be kept at or below the maximum listed for your shelter.	Your Initials:		
5)	I understand that the play, use, or operation of any radio, tape or disc player, musical instrument, phonograph, or other machine or device for the production or amplification of sound in such a manner as to be plainly audible at a distance of fifty (50) feet from said machine or device is prohibited. <b>DJs are also not allowed.</b> (City Ordinance Chapter 19)	Your Initials:		
6)	I understand that I am NOT allowed to have alcohol at my event.	Your Initials:		
7)	I understand that I am NOT allowed to use fireworks at my event.	Your Initials:		
8)	I understand that there is no driving on the grass or paths and that I can only park in the designated parking lots.	Your Initials:		
9)	I understand that it is my responsibility to clean the shelter before and after the event, if necessary. The Parks and Recreation Department strongly suggests taking photos of the space before and after your event to prove the state it was in when you arrived and when you left.	Your Initials:		
10)	If the picnic shelter/building or surrounding area is damaged or requires additional staff time for repairs or cleaning, the deposit fee may be forfeited and additional charges may be incurred.	Your Initials:		
11)	I understand that I can not sell anything, such as, tickets, food, or merchandise, etc. at my event.	Your Initials:		
12)	I have read and understand the cancellation guidelines.	Your Initials:		
13)	I understand that if any of these conditions are not met, I am in jeopardy of losing all or part of my deposit and the City of Brooklyn Center reserves the right to deny future rental requests.	Your Initials:		

If any portion of your deposit is held, you have the right to dispute our decision. Disputes must be submitted in writing to the Director of Parks & Recreation.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Park Location Fees listed include tax	Resident Reservation Fee	Non- Resident Reservation Fee	Deposit	Portable Restrooms	Maximum Number of People
Bellvue Picnic Shelter - 801 - 55 <sup>th</sup> Ave N	\$60	\$70	\$100	1	25
Centennial Gazebo - 6301 Shingle Creek Pkwy	\$185	\$195	\$200	1	100
Centennial Softball Field Shelter - 6301 Shingle Creek Pkwy	\$185	\$195	\$200	2	100
East Palmer Picnic Shelter - 7027 Oliver Ave N	\$60	\$70	\$100	1	40
Evergreen Picnic Shelter - 7112 Bryant Ave N	\$85	\$95	\$100	1	40
Firehouse Picnic Shelter - 6535 Bryant Ave N	\$60	\$70	\$150	1	40
Freeway Picnic Shelter - 6701 Beard Ave N	\$60	\$70	\$100	1	50
Happy Hollow Picnic Shelter - 5030 Abbott Ave N	\$60	\$70	\$100	1	50
Kylawn Picnic Shelter - 6015 Kyle Ave N Kylawn Shelter Building & Picnic Shelter	\$85 \$185	\$95 \$195	\$100 \$250	1	40 Shelter; 35 Building, 75 Both
Lions Picnic Shelter - 5501 Russell Ave N	\$100	\$110	\$150	1	100
Northport Picnic Shelter - France Ave & Burquest Ln	\$185	\$195	\$500	1	75
Orchard Lane Picnic Shelter - 6512 Perry Ave N	\$60	\$70	\$100	1	40
Riverdale Picnic Shelter - 7031 Dallas Rd	\$60	\$70	\$100	1	50
Twin Lake Picnic Shelter - 4651 Twin Lake Ave	\$60	\$70	\$100	1	25
West Palmer Picnic Shelter - 7110 Palmer Lk Dr W West Palmer Shelter Building & Picnic Shelter	\$85 \$185	\$95 \$195	\$100 \$250	1	40 Shelter; 35 Building, 75 Both
Willow Lane Picnic Shelter - 4800 - 69 <sup>th</sup> Ave N	\$60	\$70	\$100	1	50

### CANCELTION GUIDELINES & ADDITIONAL FEES

The City reserves the right to cancel any rental at its discretion. The City of Brooklyn Center assumes no responsibility for any disruption cancellation may cause. The City will attempt to notify the contract holder immediately if cancellation is necessary.

Fees are subject to change. Canceling 7 days or less, no refunds will be given. If canceling 8-14 days before your rental, 50% of your rental fee will be withheld. If canceling 15 days or more of the date of your rental, a full refund will be issued. No refunds will be given due to rain or inclement weather.

The cost of an extra portable restroom cleaning (\$50) is available upon request. To order an extra portable restroom for your event, it is \$90 for a regular unit and \$195 for an ADA unit. These must be ordered at least a week in advance.

It is the responsibility of the permit holder to clean up the picnic shelter area and leave the surrounding area in good condition. If the picnic shelter/building or surrounding area is damaged or requires additional staff time for repairs or cleaning, the deposit fee may be forfeited and additional charges will be incurred.

Staff Use Only

Verified Brooklyn Center Resident \_\_\_\_\_

City of Brooklyn Center | Parks & Recreation Department

6301 Shingle Creek Parkway | Brooklyn Center, MN 55430 | (763) 569-3400 | [brooklyncentermn.gov/recreation](http://brooklyncentermn.gov/recreation)



# Brooklyn Center Centennial Civic & Veterans Memorial Amphitheater

## Event Permit Guide and Application

The Amphitheater is available for rental and provides the community with an ideal location for family gatherings, celebrations, concerts, plays, and city sponsored entertainment. It is our goal to provide event organizers guidance in planning a fun, safe and successful event.

You can find an Amphitheater rental application on the back page, on the City's website at [ci.brooklyn-center.mn.us](http://ci.brooklyn-center.mn.us) or at the Community Center, 6301 Shingle Creek Parkway. A minimum notice of 45 days is required for rental of the Amphitheater to allow time for review of the application and to obtain additional information such as licenses and certificate of insurance. For more information, please call (763) 569-3404.

## Centennial Park 6301 Shingle Creek Parkway





# Brooklyn Center Centennial Civic & Veterans Memorial Amphitheater Rental Application Form

Application must be submitted to the Brooklyn Center Community Center at least 45 days prior to the event.

Business or Organization (if applicable) \_\_\_\_\_

Applicant Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_

Email Address \_\_\_\_\_

## **Event Information**

Requested Date of Rental \_\_\_\_\_ Event Time (Including Setup and Cleanup) \_\_\_\_\_

Event Name \_\_\_\_\_

Describe your event and activities related to your event \_\_\_\_\_

Number of Guests Expected Adults (age 21+) \_\_\_\_\_ Youth (under age 18) \_\_\_\_\_

If entertainment will be featured at your event, please describe the type of entertainment & performer's name

Will amplified sound be used? Yes \_\_\_\_\_ No \_\_\_\_\_

## **Food Concessions**

Will food be served? Yes \_\_\_\_\_ No \_\_\_\_\_ Will food be sold? Yes \_\_\_\_\_ No \_\_\_\_\_

Describe food/refreshment types \_\_\_\_\_

*(If food is being served and event is open to the public, Hennepin County Health Department food handling license must be provided. Find more info at [epi-envhlth@hennepin.us](mailto:epi-envhlth@hennepin.us) Pre-approval is required for the sale of refreshments.)*

If food is being served or sold, please provide the following:

Company Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

## **Special Requests**

\_\_\_\_\_ Request use of an inflatable, tent or canopy. (Use of inflatables such as a bouncy house or a tent requires prior approval and certificate of insurance from the vendor that includes liability coverage of at least \$1.5 million naming the City of Brooklyn Center as an additional insured. If applicable, attach to the application.)

\_\_\_\_\_ Request use of city's sound system and technician. (Use of the city's sound requires the technician to operate with a **6 week notice**. There is an extra charge.)

\_\_\_\_\_ Request additional portable restrooms. If yes, how many? \_\_\_\_\_ (There is an extra charge.)

List any other special requests \_\_\_\_\_

*I have read the event permit guide and understand the policies regarding the use of the Brooklyn Center Centennial Civic & Veterans Memorial Amphitheater. I declare that the information submitted in this request form to be accurate and true. I understand this is a request for an event permit and that the submission of this event request form is not an approval of my event. I understand that I may be asked to provide additional information, including certificate of liability insurance.*

Print Name

Signature

Date

## Brooklyn Center Amphitheater Event Guide

### Amenities

The Stage is approximately 33'-0" side to side & approximately 41'-0" at the front to 31'-0" at the back.

Exterior Lighting, and connection to electricity at stage is provided

Trash cans/dumpsters and portable restrooms are available in the park.

Your rental provides for use of the Amphitheater and the grassy area in front of the Amphitheater.

Access to playground, soccer fields, softball fields, restrooms etc. must be available at all times to the general public during your rental time.

Spectator area is a grassy open area. You will need to provide benches, chairs, or picnic tables .

Hours of availability are 8:00 a.m. to 10:00 p.m. daily.

### General Information

Tobacco, vape, and marijuana products are prohibited on city property

Alcohol is not allowed unless a permit has been issued by the City Manager or City Manager's designee. Such permits shall be limited to duly organized local organizations operating under a constitution and bylaws and which have been in existence for a least one year.

Event organizer/applicant must be 21+ and along with the group whose name is on the permit, shall be jointly responsible for any use and shall accept full responsibility for any damage to City of Brooklyn Center property.

Event permit is non-transferrable to any other person or organization.

Event organizer/applicant is required to be on site during the event, event setup and cleanup and must retain a copy of the permit on site.

The Amphitheater may not be rented on a continuing basis, such as weekly or monthly, without approval from the City.

Parking is available in the north & south parking lots. No parking or driving motorized vehicles on City park property.

Attaching signs, tape or other materials to the Amphitheater, trees, shrubs, or other park structures is prohibited. Displays must be freestanding.

Costs incurred promoting and marketing an event prior to receiving approved permit from the City is at the sole expense and risk of the event organizer/applicant.

Dispose of trash and recyclables in the containers provided.

Leashed pets are allowed in the park, not on the Amphitheater.

Amplified sound is allowed if in compliance with City Ordinances. All equipment must be free-standing, not anchored to trees or Amphitheater. A special user fee is required for City's sound technician to operate sound equipment and a six week notice must be given.

The organizer/permit holder assumes full responsibility for the group's conduct including enforcement of city policies and any damage to city property.

Youth events must be supervised by age 21+ adult and chaperoned at a ratio of one adult per ten youth age 18 and under. The City assumes no liability for unsupervised youth.

### Food & Concessions

Food and beverages may be provided as part of the event. Food preparation & serving must comply with Hennepin County Health Department regulations. Hennepin County food license is required.

Food, beverages or merchandise may not be sold without prior approval. Food concessions & sales must comply with the Hennepin County Health Department regulations.

The City of Brooklyn Center is not responsible for health issues related to any foods consumed at the event.

Amphitheater stage may not be used for serving, consumption or selling food.



---

## Liability

The City of Brooklyn Center is not responsible for loss of personal property by individuals or groups when using the Amphitheater or park facilities. Any violation of policies outlined in this guide may result in damage deposit forfeiture, and denial of future use of the Amphitheater; however, that does not exempt violators from possible prosecution under applicable City Ordinances, State or Federal laws

---

## Special Equipment

Use of inflatables including bouncy houses, dunk tanks or similar items and use of tents or canopies requires pre-approval by the City. The organizer/applicant must also provide the City with a Certificate of Insurance from the vendor that includes liability coverage of at least \$1.5 million naming the City of Brooklyn Center as an additional insured. No permit shall be issued until approval and insurance certificate is provided. Items must be secured with sandbags or weights, no stakes or spikes.

Fireworks, hayrides or sleigh rides are prohibited.

Auctions, fundraising, gambling or charging admission is prohibited.

---

## Cancellation Policy

No refunds will be issued for cancellations due to weather conditions except in extreme weather. Event cancellation requests must be made in at least 14 days prior to event or no refund will be given.

The City of Brooklyn Center reserves the right to cancel any Amphitheater event reservation. In the event the City must cancel an event, a full refund will be issued. The City is not responsible for any other expenses incurred for the event.

The City reserves the right to terminate a rental permit for City ordinance violations.

---

## Damage Deposit

A damage and policy compliance deposit of \$500.00 is required for all Amphitheater rentals. Damage to the Amphitheater and/or park facilities or failure to comply with rental policies, may result in loss of part or all of the deposit and may result in denial of future event requests. If you lose any portion of your deposit, you have the right to appeal. Any appeals must be submitted in writing to the Director of Parks & Recreation.

	Brooklyn Center Resident Fees	Non-Resident Fees
Amphitheater Rental Fees	\$450/event (6 hour maximum)	\$550event (6 hour maximum)
Damage/Policy Compliance Deposit Fee	\$500	\$500
City's Sound System & Technician	\$300	\$300

Additional fee for extra portable restrooms when there are 200 or more guests at an event.



## Special Events License Application

A Special Event is a temporary, organized activity sponsored by an event organizer involving the gathering of people to attend, participate in, or observe an activity occurring entirely or partly outside on City or private property.

The permit applies to the following cases:

- Support services from the City
- Obstruct, delay, or interfere with the free and regular use of a right-of-way.
- Attendance of 100 or more people
- Ancillary activities
- Sound amplification, public address systems, loudspeakers, and/or other audio devices will likely result in noise levels that will unreasonably disturb others in the immediate area or constitute a nuisance violation of Chapter 19.

Complete this application under the City of Brooklyn Center Special Event Ordinance (23-2600) and return it to the City Clerk's Office at least **45 days before** the event's starting date. There is no guarantee an event application can be processed and approved in less than 45 days. For large-scale events involving 1,000 participants or more, applications must be made 90 days in advance. Please be aware that there is a **\$100 application fee, and additional fees may be charged based on the type of event and city services required**. Issued permits will not be eligible for refunds.

By submitting a Special Event Permit Application, you and your organization agree to the terms outlined in the Special Events Ordinance and all other ordinances, laws, and City requirements that may apply to this special event. You also agree that the event sponsor will bear all costs associated with the event.

### Additional Considerations for Event Organizers

For races, walks, parades, or similar events on City streets, you must submit a detailed plan of the route and traffic control arrangements. A certified vendor should prepare this plan following the standards of the Manual of Uniform Traffic Control Devices.

### GENERAL INFORMATION

Name of Special Event: \_\_\_\_\_

Name of Applicant or Organization: \_\_\_\_\_  
*(if the organization is a non-profit, a copy of the 501(c)3 statement must be attached)*

Main Contact for the Event

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

### EVENT INFORMATION

Starting Date & Time (including set-up): \_\_\_\_\_ Ending Date & Time (including clean-up): \_\_\_\_\_

Estimated Event Attendance: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Is the event in coordination with another event?  No  Yes

If yes, event name: \_\_\_\_\_

Provide a detailed description of all activities that will take place. Also, describe the area being used at the event location for activities (Attach additional sheets as needed). A detailed diagram of the site plan is required to be submitted.

Amplified Sound?    No    Yes

*Provide a description of any recording and sound amplification equipment to be used at your event and the times when used:*

---

**TRAFFIC CONTROL MEASURES**

The event organizer is responsible for all expenses related to traffic control measures and personnel. They must hire an approved vendor to handle equipment installation and removal as per the City's public works department's requirements. Neighboring property owners may need to be notified about the event.

A detour must be established and signed for street closures lasting over 15 minutes to provide an alternative route. A certified vendor should create a detailed plan following the standards of the Manual of Uniform Traffic Control Devices. Only Law Enforcement and Community Service Officers can direct traffic at controlled intersections. Additional costs may be incurred for temporary traffic signal modifications, extra signage, or other City expenses.

Events with street closures must include an emergency plan (Written by one of the certified vendors below) that ensures access to emergency vehicles. Road closures are only permitted in areas with alternate access options for businesses or residents.

Please attach a detailed diagram of the proposed closure and explain its scope.

If you intend to block the street, here are two vendors approved in the City of Brooklyn Center to provide a traffic control plan. Please attach the plan and indicate which vendor you are using.

Warning Lites of Minnesota, Inc.  
4700 N Lyndale Ave, Minneapolis, MN 55412  
(612)-521-4200 (Office)  
(612)-521-0646 (Fax)

Safety Signs, LLC.  
19784 Kenrick Ave, Lakeville, MN 55044  
(952)-469-6700 (Office)  
(952)-469-6689 (Fax)

---

**UTILITIES**

The event organizer shall only use city utilities if the City has granted written permission.

---

**CLEANUP**

The event organizer must promptly clean up and properly dispose of any litter or materials left on city property due to the event. If the organizer fails to do so within two hours after the event or the cleanup is insufficient, the City may perform the cleanup and bill the organizer at the standard hourly rate.

---

**TRASH DISPOSAL**

Will you hire a company name for trash disposal?  No  Yes

If you do not employ a trash disposal company, do you have a plan for trash removal post-event?  No  Yes

---

**RESTROOMS**

Will you have restrooms on site?  No  Yes

If yes, how many: \_\_\_\_\_ Company name for restrooms: \_\_\_\_\_

If no, how will restroom needs be met? \_\_\_\_\_

---

**FOOD PERMITS**

The event organizer shall always comply with applicable health codes and regulations. Proof of license shall be provided to the City Clerk at least seven (7) days before the event and onsite for immediate inspection.

---

**MOBILE FOOD UNITS**

If one or more mobile food units are used at the event the event organizer shall provide the city copies of the mobile food unit license(s) before the event.

Will there be mobile food units?  No  Yes

---

**ALCOHOL**

Do you anticipate alcohol consumption and/or sales at the event?  No  Yes

If yes, does the detailed event description describe alcohol management, such as a "beer tent blocked off from the rest of the event, ID checking, wristbands, etc?  No  Yes

---

**EVENT SECURITY PLANS**

The applicant will always maintain adult supervision of the event. The Chief of Police may stipulate additional security. If you have questions about how much security to provide, contact the Police Department at 763-503-3333. If the applicant provides event security, please explain the arrangements.

If event security will be onsite, will they be:

Uniformed  No  Yes

Armed  No  Yes

If the applicant is requesting the Police Department to provide security, please explain the request:

Please note if you are requesting a Brooklyn Center Police Officer, the department will review the request and attempt to accommodate it, but it cannot guarantee the event will be staffed. Staffing, the type of event and specific work officers are requested for may dictate the approval or denial of the request.

Police services will be billed to the permit holder at a rate of \$90/hr per officer. If the officer is required to stay past the scheduled time due to matters related to the event (i.e., an arrest or crowd control), additional time will also be billed to the permit holder.

---

## PARK USE

If your event requires the use of a city park, you must complete the section below:

Name of Park: \_\_\_\_\_ Location of Park: \_\_\_\_\_

Shelter(s) to be used: \_\_\_\_\_ Number of People Attending: \_\_\_\_\_

Date of Use: \_\_\_\_\_ Time of Use: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

---

## REQUIRED ATTACHMENTS

Must be attached to the Special Event Permit Application when submitted.

**An event map** is required if event will use streets and/or sidewalks (for a parade, run, etc.) or will use multiple locations. Attach a complete map showing assembly and dispersal locations, route plan, and any street or parking lots you are requesting be blocked.

**Street or Sidewalk Closing Permit application** is required if event requires closure of any streets or sidewalks.

**Fireworks display applications** are available upon request.

**Temporary Liquor License application** is required for the sale of alcoholic beverages. Conditions for the license are in Ord. 11-111; subd. 4 and 5.

## Indemnification Agreement and Insurance Information

The applicant shall indemnify, defend, and hold harmless, the City of Brooklyn Center against any claims, demands actions, causes, of action, charges, and expenses, including reasonable attorney fees, arising out of the event or because of conducting the event. This obligation shall not apply to claims arising solely from the City's negligence. The City requires the Applicant to obtain liability insurance coverage(s) for any event. If the City notifies the Applicant in writing that liability insurance is required, the Applicant must provide proof of the appropriate liability insurance(s) in the amount(s) provided herein.

The Applicant must provide the City with a Certificate of Insurance showing proof of the required liability insurance(s). The City must be listed as an additional insured on all liability policies. Applicant's insurance shall act as the primary insurance coverage for any claims of loss covered by the insurance policy.

Commercial general liability insurance or equivalent special event coverage protecting Applicant and City from claims for damages for bodily injury and property damage which may arise from in connection with the event and use of any City property. The policy shall be written on an occurrence basis and provide not less than \$1,000,000 per occurrence, combined single limits, and \$2,000,000 aggregate unless waived by the City. The insurance policy shall be written on an occurrence basis and shall be written for not less than 24 hours before the event and extended for a period not less than 24 hours following the completion of the event.

If Applicant will be using an automobile for any portion of the Applicant's event, the Applicant must obtain automobile liability insurance in an amount not less than \$1,000,000 per occurrence. Such policy must include liability coverage for owned, non-owned, and hired automobiles.

If alcohol will be sold or as part of the event, the Applicant must obtain liquor liability (also known as dram shop) insurance in an amount not less than \$1,000,000 per occurrence.

The City reserves the right to modify these insurance requirements at its sole discretion based on the nature and scope of the Applicant's proposed event. The applicant will be responsible for conducting all regulations and procedures listed in Section 23-2615.

### Signature of Event Applicant

I understand that I am required to obtain insurance coverage as outlined herein before the City will approve my use of City property or right-of-way. I hereby agree to obtain such coverage as the City may deem necessary and to provide City all necessary documentation of such insurance coverage. I further certify under the penalty of perjury that I am authorized to execute contracts and other instruments and legally bind the Applicant.

Signature of Event Applicant: \_\_\_\_\_ Date submitted to City: \_\_\_\_\_

Printed Name and Title of Event Applicant: \_\_\_\_\_

For Official Use Only – Please return this page with your signatures and comments to the Office of the City Clerk

Special Event Routing	Signature of Approval	Date	Comments
Parks & Streets Supt.	_____	_____	
Public Works Director	_____	_____	
Police Chief	_____	_____	
Fire Chief	_____	_____	
Recreation Director	_____	_____	
City Planner	_____	_____	
City Clerk	_____	_____	

# Special Event Estimated Fees for Services

Thank you for your interest in hosting a special event in Brooklyn Center. To help you achieve the most successful event possible for your organization, we are providing the list of standard services/items and the associated fees that you may incur as part of the planning of your event. Not all events will require all services/items and this list is notintended to represent all services and items that may be necessary for the operations of your event.

## Schedule for Services

Street Closure - Weekend.....	\$500	No Parking Signs .....	\$36/hour
Street Closure - Weekday.....	\$275	Additional Park Maintenance.....	\$36/hour
Electrical Supply Check.....	\$36/hour	Delivery of additional equipment.....	\$36/hour
Street Sweeping.....	\$36/hour	Additional Trash Removal.....	\$36/hour

City Personnel (Cost per hour) Minimum 2-hour employee call in for Police and 2.5 for Public Works

Firefighter.....	\$17/hour
Police Officer.....	\$85/hour
Public Works General Laborer.....	\$40/hour (\$60 overtime)
Public Works Supervisor .....	40/hour

## Vehicles (Cost per hour)

Boom Truck .....	\$90/hour
Dump Truck.....	\$90/hour
Fire Truck .....	\$250/hour
Garbage Truck.....	\$36/hour
Pick-up Truck.....	\$36/hour

## Permits & Licenses

Parage Permit.....	\$0
Temporary Liquor License.....	\$50





# Park Permit and Special Event License



City Council Meeting, September 23, 2024

Carissa Goebel, Deputy Director of Parks & Recreation & Barb Suci, Asst. City Manager/City Clerk

## Park Permits

- Park Building/Shelter rentals are available at 15 parks
  - Rentals are available May 1 – October 15
  - Brooklyn Center residents are able rent beginning mid March of each year and non-residents beginning late April
  - Rental applications must be filled out in person at the Community Center
  - Proof of address is required when applying for a park permit
  - Permitholder must be onsite during the rental



# Park Permits

- Staff procedures at the time of rental
  - Shelter recommendations based on party size, dates available, amenities
  - Go over park policies and permitholder responsibilities at time of rental
  - If any request has any component that would require a Special Events Permit, staff refer them to the City Clerk's office



3

# Park Permits

- Staff procedures week of and day of rental
  - Staff call permitholders the week of their rental to remind them of the park policies and expectations
  - Park and Rec Outreach staff stop by each rental to discuss policies and expectations and be a contact if they need assistance during their rental
- Post Rental:
  - Feedback from Outreach staff, Public Works and Police are considered when determining whether a deposit will be refunded



4

# Special Events License

Special Events License is issued for a temporary, organized activity sponsored by an event organizer involving the gathering of people to attend, participate, or observe an activity occurring entirely or partly outside on city or private property.



5

# Information

Criteria for a special event license are:

- Attendance of 100 or more people
- Ancillary activities
- Sound amplification, public address systems, loudspeakers, and/or other audio devices that will likely result in noise levels that will unreasonably disturb others in the immediate area

Additionally, the city ordinance allows:

- An event occurring on the same property shall not extend for more than three consecutive days without special circumstances.
- Special events that are scheduled to occur on a regular basis, or continuously throughout an entire season can have one (1) special event permit for the entire period.



6

## Application Process

- The fully completed application must be submitted at least 45 days before the events starting date. For large-scale events involving 1,000 participants or more, application must be made 90 days in advance.
- The application is reviewed by the City Clerk's office for completeness.



7

## Application Process continued

- Application is routed to the following departments:
  - Parks & Streets Superintendent (road closures & traffic control measures)
  - Public Works Director (utilities & clean-up)
  - Police Chief (amplified sound & security plans)
  - Fire Chief (emergency access)
  - Recreation Director (approval for parks & clean up)
  - City Planner/Building Official (trash disposal, restrooms, food permits & tents)
  - City Clerk (alcohol)



8

## Application Process continued

- Departments review the application
- Send the approval or denial to the City Clerk's office
- If approved, we send the applicant the Special Events License



9

## Questions



10

## Council/EDA Work Session

DATE: 9/23/2024

TO: City Council

FROM: Dr. Reggie Edwards, City Manager

THROUGH: N/A

BY: OCPHS, BCPD, BCFD, Recreation

SUBJECT: Community Safety and Violence Prevention Commission Council Discussion

### **Requested Council Action:**

*- Per Brooklyn Center City Council request, City staff are prepared to discuss resolution recommendations for the establishment of the Brooklyn Center Community Safety and Violence Prevention Commission (scope and authority, commissioner composition, and operational impact).*

### **Background:**

Resolution 2021-73 adopting the Daunte Wright and Kobe Dimock-Heisler Community Safety and Violence Prevention Act currently reads as follows: The City will create a Community Safety and Violence Prevention Commission.

The Director will provide the Mayor with a list of candidates to serve on the committee and the Mayor will recommend candidates to the City Council for appointment. A majority of the committee members must be City residents with direct experience being arrested, detained, or having other similar contact with Brooklyn Center Police, or have had direct contact with one or more of the other services to be provided by the new Department.

The City Council may appoint City staff to serve as liaisons to the committee, but no City staff member will have a vote on the committee.

The committee will: review and make recommendations regarding the policing response to recent protests; review the current collective bargaining agreement between the City and the Police Department and make recommendations prior to the renegotiation of the agreement and before its final approval; recommend the City Council create a separate and permanent civilian oversight committee for the new Department; review Chapter 19 of the City Code and make recommendations with regard to repealing or amending provisions or penalties therein, including fines and fees; and periodically make any other recommendations to the City Council related to initiating programs or policies to improve community health in the City.

### **Budget Issues:**

### **Antiracist/Equity Policy Effect:**

**Strategic Priorities and Values:**

Maintain a strong financial position, Maintain and enhance public places, Improve community and employee safety, Provide quality services with fair and equitable treatment, Strengthen community and employee engagement in key decisions, Be an effective partner with other public entities, Strengthen and diversify business development and housing, Improve employees' experience

**ATTACHMENTS:**

Description	Upload Date	Type
Community Safety and Violence Prevention Commission	9/19/2024	Backup Material
PPT Presentation	9/19/2024	Cover Memo

## Scope of the Brooklyn Center Community Safety and Violence Prevention Commission

---

### Purpose:

The Community Safety and Violence Prevention Commission (CSVPC) will serve as a community-driven advisory body to the City of Brooklyn Center, providing recommendations on public safety initiatives, policies, and practices. Grounded in national best practices and metrics, the commission will promote holistic approaches to community safety, violence prevention, and justice, while advancing equitable and sustainable outcomes for all residents.

---

### Objectives:

The Commission's primary objectives should include:

1. **Review and Recommend Public Safety Policies:** Assess and make recommendations regarding existing public safety policies, programs, and practices in the City of Brooklyn Center. This includes evaluating the effectiveness of current law enforcement approaches and proposing alternatives where applicable, with a focus on non-violent crisis intervention, prevention, and community-based strategies.
2. **Community Engagement and Collaboration:** Foster transparent, ongoing dialogue between city leaders, law enforcement, community members, and stakeholders to build trust, enhance community-led safety initiatives, and ensure that community voices are at the center of decision-making processes.
3. **Promote Equity in Public Safety:** Ensure that public safety policies and practices are equitable and do not disproportionately impact marginalized or underserved populations. This includes providing recommendations for addressing racial disparities in public safety outcomes, particularly as they relate to law enforcement interactions, incarceration, and the justice system.
4. **Violence Prevention Strategies:** Develop and recommend community-based violence prevention strategies that focus on addressing the root causes of violence, including poverty, mental health, substance use, housing instability, and lack of access to social services.
5. **Monitor Public Safety Metrics:** Work in alignment with national metrics and best practices to measure the effectiveness of public safety policies and initiatives. Regularly review and report on public safety data, including crime rates, use of force incidents, community satisfaction with law enforcement, and other relevant indicators in collaboration with the City's public safety departments.
6. **Support the Development of Expanded Response Models:** Explore and support the implementation of non-law enforcement response models, including but not limited to mental health crisis intervention teams, violence interveners, and social service programs designed to provide holistic responses to non-violent incidents.



---

**Roles and Responsibilities:**

- **Provide Recommendations to the City Council:** The Commission will submit regular recommendations to the Brooklyn Center City Council on policies and practices related to public safety and violence prevention. These recommendations will be evidence-based, considering national best practices and community input.
- **Facilitate Community Forums and Workshops:** Organize public forums, listening sessions, and workshops to engage community members, gather feedback, and foster ongoing conversations about public safety. The Commission will actively work to ensure diverse voices, particularly from underrepresented communities, are included in these dialogues.
- **Collaborate with Other City Departments and Agencies:** The Commission will collaborate with relevant city departments, local law enforcement, public health agencies, and community-based organizations to support the implementation of recommended policies and programs.
- **Develop an Annual Report:** The Commission will produce an annual report detailing its recommendations, the status of implemented changes, and an evaluation of public safety metrics. This report will be made available to the public and shared with the City Council.

---

**Membership:**

- The Commission will be composed of **9 members**, appointed by the Mayor (utilizing council input as desired). Membership will reflect a broad cross-section of the Brooklyn Center community, including residents, business owners, faith-based leaders, educators, youth representatives, and experts in public safety, mental health, social services and related fields. The majority of Commissioners must be City residents. (Consideration for “at large representation and city staff representation as “non-voting members”). City staff (OCPHS, BCPD, BCFD, Recreation) will review applications and forward recommendations to City Clerk for Mayor/Council review and appointment (recommend interview and application edits)
- **Qualifications:** Members should have demonstrated interest or have direct experience in public safety, the criminal justice system, community engagement, public health, violence prevention, and/or social justice. The Commission will prioritize members who represent communities most affected by public safety issues and/or hold public safety or public health credentials.
- **Term Length:** Members will serve two-year terms, with the option for reappointment for an additional term. To ensure continuity, initial appointments will be staggered so that approximately half of the members’ terms expire in alternating years.

### Meetings:

- The Commission will meet **quarterly** or as needed, depending on the urgency and scope of issues under review.
  - Special meetings or subcommittees may be formed to focus on specific areas such as youth engagement, mental health crisis response, or community-police relations.
- 

### National Examples of Similar Commissions:

**Eugene, Oregon’s Civilian Review Board (CRB):** This board reviews police department actions and policies, especially focusing on equity, transparency, and the handling of complaints. They emphasize civilian oversight and foster ongoing dialogue between law enforcement and the community, similar to the objectives of Brooklyn Center’s CSVPC.

#### **Eugene, Oregon’s Civilian Review Board (CRB)**

- **Commission Make-Up:**
    - The CRB consists of **5–7 volunteer members** appointed by the City Council, representing a diverse range of community perspectives. Members are typically residents who demonstrate a commitment to public safety, accountability, and transparency.
    - The board includes individuals with experience or expertise in fields such as law, social work, public safety, or community advocacy.
  - **Key Outcomes:**
    - **Transparency and Accountability:** The CRB reviews internal police investigations, especially cases involving use of force and misconduct complaints. This board has increased transparency by providing independent oversight and reporting findings to the public.
    - **Enhanced Public Trust:** The CRB’s reviews have resulted in increased community confidence in how complaints against police officers are handled. By reviewing both the investigation process and outcomes, they promote community trust in law enforcement’s accountability.
    - **Policy Recommendations:** The CRB provides recommendations to the police department for policy changes, including those focused on reducing racial disparities, increasing de-escalation tactics, and improving community relations.
-

**Minneapolis, Minnesota’s Office of Violence Prevention:** Minneapolis has implemented a community-led violence prevention strategy that includes initiatives such as community-based outreach, mental health support, and violence interrupters. The initiative focuses on addressing the root causes of violence and fostering community resilience, aligning closely with the goals of Brooklyn Center’s CSVPC.

#### **Minneapolis, Minnesota’s Office of Violence Prevention (OVP)**

- **Commission Make-Up:**
  - The OVP is staffed by professionals with expertise in public health, social services, violence prevention, and community engagement.
  - It works closely with a **Community Advisory Board** made up of community leaders, service providers, and individuals with lived experience related to violence, with the aim to ensure the program remains community-centered.
- **Key Outcomes:**
  - **Group Violence Intervention (GVI) Strategy:** A data-driven strategy focusing on individuals most at risk for involvement in violence. The program offers social services, mentorship, and opportunities for personal development, which has been credited with helping reduce gang-related shootings and homicides.
  - **Next Step Hospital-based Intervention:** This initiative provides immediate support and resources to individuals who have been injured due to violence. It helps survivors transition to non-violent lifestyles and prevents retaliation.
  - **Youth Violence Prevention:** The OVP runs youth-focused initiatives that aim to stop violence before it starts by providing young people with mentorship, education, and employment opportunities.
  - **Community Empowerment:** The office has successfully mobilized neighborhood-based organizations and residents to take an active role in reducing violence in their communities.

---

**Los Angeles, California’s Civilian Oversight Commission:** This commission provides oversight of the Los Angeles County Sheriff’s Department, with a focus on transparency, public engagement, and addressing inequities in law enforcement practices. The commission reviews and recommends policies, fostering a model of accountability and community involvement.

#### **Los Angeles, California’s Civilian Oversight Commission (COC)**

- **Commission Make-Up:**
  - The COC is made up of **nine commissioners**, appointed by the Board of Supervisors. The commissioners represent a cross-section of the community, including civil rights

attorneys, criminal justice advocates, public health professionals, and retired law enforcement officers.

- The commission has the support of an Inspector General's office, which conducts investigations and audits of the Los Angeles County Sheriff's Department (LASD).

- **Key Outcomes:**

- **Policy and Practice Reviews:** The commission has reviewed and recommended changes to LASD policies on the use of force, mental health response, and training programs. For instance, it has advocated for improved de-escalation tactics and trauma-informed care approaches for dealing with vulnerable populations.
- **Public Transparency:** Through public meetings, the COC has increased transparency between the sheriff's department and the community. These meetings allow for public input on key issues, such as police accountability, use of force, and misconduct cases.
- **Independent Investigations:** The COC, in collaboration with the Inspector General, has played a critical role in pushing for independent investigations into high-profile incidents, including officer-involved shootings and allegations of excessive force.
- **Focus on Mental Health:** The commission has pushed for greater investment in mental health resources and non-police responses to mental health crises.

---

**Richmond, California's Office of Neighborhood Safety (ONS):** The ONS is a violence prevention program that works directly with individuals most at risk for involvement in violence. They focus on holistic support, such as mentoring, employment assistance, and crisis intervention, which is in line with Brooklyn Center's aim to develop community-based, non-law enforcement safety strategies.

**Richmond, California's Office of Neighborhood Safety (ONS)**

- **Commission Make-Up:**

- The ONS is a division within the city's government, staffed by professionals in public health, violence prevention, and community engagement. It collaborates with **violence interrupters**, known as "Neighborhood Change Agents," who are community members trained to mediate conflicts and prevent violence.
- The ONS also works with other city departments and nonprofit organizations to coordinate services for at-risk individuals.

- **Key Outcomes:**

- **Reduction in Gun Violence:** Since its inception, the ONS has contributed to a significant decrease in gun violence and homicides in Richmond, particularly among young men at high risk of being involved in shootings.
- **Operation Peacemaker Fellowship:** This innovative mentorship program targets individuals most at risk of engaging in violent crime. Participants, called "fellows,"

receive mentorship, life coaching, and financial incentives for achieving personal and community goals.

- **Crisis Intervention:** ONS has successfully implemented conflict mediation and crisis intervention strategies to prevent retaliatory violence following violent incidents.
- **Employment and Education Opportunities:** By providing access to job training, education, and mental health services, ONS has helped participants reintegrate into society and reduce their involvement in violent crime.

---

These examples demonstrate a range of successful outcomes and structures that align with the objectives of Brooklyn Center’s Community Safety and Violence Prevention Commission. They emphasize the importance of community engagement, transparency, and holistic approaches to violence prevention and public safety.

---

#### **National Metrics for Success:**

The Commission will measure its impact based on national public safety and community wellness indicators, including:

1. **Reduction in violent crime rates and use of force incidents** in the city.
2. **Increased community trust and satisfaction** with public safety services.
3. **Successful implementation of alternative response models**, such as mental health crisis teams.
4. **Improvement in racial and socioeconomic equity** in public safety outcomes.
5. **Community engagement levels** in forums, workshops, and decision-making processes.

---

#### **Reporting and Accountability:**

- The Commission will submit **annual updates** to the City Council, including progress on key initiatives and any emerging challenges.
- **Annual reports** will provide a detailed analysis of the year’s work, highlighting achievements, areas for improvement, and recommendations for the following year.

---

#### **Conclusion:**

The Community Safety and Violence Prevention Commission will be a key driver in public safety in Brooklyn Center. By centering community voices and focusing on prevention, equity, and innovation, the

Commission will ensure that Brooklyn Center’s approach to public safety is responsive to the needs of its residents and reflective of national best practices.

# Community Advisory and Review Boards



# Background

- There are approximately 18,000 law enforcement agencies in the United States.
- As of 2019 there were estimated to be about 150-200 Civilian Review Boards in the United States.
- There are approximately 422 law enforcement agencies in Minnesota.
- Only three Civilian Review Boards were found in Minnesota.
- National Association for Civilian Oversight of Law Enforcement (NACOLE) is the leading professional organization identifying best practices and resources for review boards.





# Goals of Review Boards

1. To improve public trust in law enforcement
2. Ensuring public input in the police complaint process
3. Promoting fair and thorough investigations
4. Increased transparency in the complaint process
5. Deterring police misconduct

*(Office of Justice Programs, 2016)*



# Types of Review Boards

1. Investigation Focused
2. Review Focused
3. Auditor/Monitor Focused



# Investigation Focused Review Board Model

- Conducts independent investigations of police complaints.
  - Investigations may parallel or replace Internal Affairs (IA) investigations.
- Investigations typically completed by civilian investigators.
- Organization typically operates separately of Law Enforcement.

*Examples: San Francisco, CA; Washington, D.C.; and San Diego County, CA*



# Review Focused Review Board Model

- Generally made up of a citizen-volunteer review board and often include police officers.
- Typically reviews completed IA and complaint investigations.
- Usually makes complaint finding recommendations to Chief.
- May receive complaints from the community.
- This is the most common type of review board.

*Examples:* St Paul, MN; Indianapolis, IN; and Albany, NY



# Auditor/Monitor Focused Review Board Model

- May participate in the IA investigation process.
- May evaluate and review police policies and practices and make recommendations for change.
- May also evaluate for larger patterns of misconduct.
- Members are typically well-trained in analytics and tend to be experts in policing.

*Examples: San Jose, CA; Los Angeles, CA; and New Orleans, LA*



# Types of Review Boards

	Investigation Focused Agencies	Review Focused Agencies	Auditor/Monitor Agencies
Receive Complaints	Frequently	Frequently	Frequently
Decide How to Handle a Complaint	Frequently	Rarely	Sometimes
Review Police Investigations	Sometimes	Frequently	Frequently
Conducts Independent Investigations	Frequently	Rarely	Sometimes



# Types of Review Boards

	Investigation Focused Agencies	Review Focused Agencies	Auditor/Monitor Agencies
Recommend Findings	Frequently	Frequently	Frequently
Recommend Discipline	Sometimes	Sometimes	Sometimes
Have Civilians on a Board	Frequently	Frequently	Frequently
Have Paid Professional Staff	Frequently	Sometimes	Frequently
Costs	Most Expensive	Least Expensive	2 <sup>nd</sup> Most Expensive



# City of St. Paul

Term:	3-Year terms; no members can serve more than two terms in lifetime.
Other Duties:	Advise on department policy and prepare an annual report.
Budget:	About \$16,000 (2019) and members receive \$50 per meeting attended.
Meeting Frequency:	Minimum of quarterly and up to twice a month. Meetings are subject to open meeting law.





# City of St. Paul

Agency Size:	629 Officers
Review Board Type:	Review Focused
Authority:	Ordinance; Ord. No. 102
Dept. Responsibility:	Human Rights Department (full-time Review Coordinator)
Final Discipline Authority:	Chief of Police
Board Size:	9 Community Members. Officers were removed from the panel in late 2017/early 2018



# St. Paul Complaint Process

## Police Civilian Internal Affairs Review Board (PCIARC)

- Complaints can be received through the Police Department or the Human Rights Department.
- Initial complaints are reviewed by a Senior Commander and assessed for completeness and a policy violation.
- Investigations are completed by St. Paul Internal Affairs.



# St. Paul Complaint Process

## Police Civilian Internal Affairs Review Board (PCIARC)

- Review Board reviews all IA investigations involving external complaints regardless of nature and internal complaints related to:
  - Excessive Use of Force
  - Inappropriate Use of Firearms
  - Discrimination
  - Racial Profiling
  - Improper Conduct/Procedures
  - Poor Public Relations
  - Any other complaints referred to the group by Human Right Department, Mayor or Chief of Police



# St. Paul Complaint Process

## Police Civilian Internal Affairs Review Board (PCIARC)

- Review Board reviews the investigative file to include Body-worn video and makes a recommendation to the Chief for complaint disposition and discipline, if any. Recommendation then forwarded to the Chief of Police. Board does not receive the IA Investigators recommendation. If the board sustains a complaint they are provided access to the officer's file to help inform a discipline decision.
- Complainant may offer testimony during the hearing. If this occurs the officer(s) may also offer testify.
- In 2019 the Chief of Police modified the PCIARC's discipline recommendation 7 times.



# St. Paul Complaint Process

## Police Civilian Internal Affairs Review Board (PCIARC)

- Possible Dispositions include
  - Unfounded-Allegation is false or not factual
  - Exonerated- Incident complained of occurred, but was lawful and proper
  - Not Sustained- Insufficient evidence to either prove or disprove the allegation
  - Sustained- The allegation is supported by sufficient evidence
  - Policy Failure- The allegation is factual. The officer followed proper department procedures, which have been proven to be faulty.
  - Termination



# St. Paul Complaint Process

Police Civilian Internal Affairs Review Board (PCIARC)

- Recommended discipline may include:
  - Oral Reprimand
  - Retraining
  - Written Reprimand
  - Suspension- not more than 30 days
  - Demotion
  - Termination



# St. Paul PICARC Board Selection

## Police Civilian Internal Affairs Review Board (PCIARC)

- Board Member Selection
  - Made by the Mayor based off recommendations from the Human Rights Department.
- Training (prior to assuming board duties):
  - Topics related to police work
  - Investigation
  - Relevant Law
  - Cultural Competency
  - Racial Equity
  - Implicit Bias
  - Participate in Ride Along with Patrol Officers



*Continued*

# St. Paul PICARC Board Selection

Police Civilian Internal Affairs Review Board (PCIARC)

- Failure to complete the required training, data practices violation or missing more than three trainings will result in removal from the Board.





# City of Minneapolis

Agency Size:	Approx. 800
Review Board Type:	Investigative and Review-focused
Authority:	Ordinance Ord. No. 172
Dept. Responsibility:	Department of Civil Rights
Final Discipline Authority:	Chief of Police
Board Size:	Minimum of seven members; four appointed by Council, and three appointed by mayor. Individual review panels consist of two citizen and two officers at Commander level. Panels rotate members based off meeting availability.



# City of Minneapolis

Term:	2-4 years
Other Duties:	Prepares Annual Report
Budget:	Members receive \$50 per meeting, OPCR budget is \$1,036,000. OPCR consists of 5-6 full-time staff.
Meeting Frequency:	Minimum once per month and may meet more as necessary.



# Minneapolis Complaint Process

## Office of Police Conduct Review (OPCR)

- Complaints may be made through the OPCR or Minneapolis PD.
- Complaints internal and external are then forwarded to MPD IA.
- A preliminary investigation is conducted. This primarily consists of collecting data such as body-worn camera, CAD data etc....
- Preliminary investigation is forwarded to IA Commander and Director of OPCR (civilian) for review.
- Complaints may be either dismissed, result in non-disciplinary coaching, mediation (rare) or to an Investigation.



# Minneapolis Complaint Process

## Office of Police Conduct Review (OPCR)

- If the complaint is investigated then the complaint may be investigated by sworn MPD investigators or non-sworn OPCR investigators.
- OPCR will not investigate:
  - Complaints involving an officer(s) and/or civilian staff related protected class discrimination (such as harassment based on gender, race, sexuality etc....).
  - Complaints that are more than 270 days old or more.
  - Complaints only involving civilian Minneapolis Staff.
- Complaints are decided to either go to a civilian or sworn investigator based on background experience and any subject matter expertise the investigator possesses.



# Minneapolis Complaint Process

## Office of Police Conduct Review (OPCR)

- After an investigation is completed the following can occur:
  - Complaint may be dismissed, result in mediation or sent to the Precinct Commander for Coaching or;
  - The case may go to the OPCR review panel if the complaint involves:
    - Use of excessive force
    - Inappropriate language or attitude
    - Harassment
    - Discrimination of police services based on color, creed, religion
    - Theft
    - Failure to provide timely police protection
    - Retaliation
    - Criminal Misconduct (non-review for criminal charges)



# Minneapolis Complaint Process

## Office of Police Conduct Review (OPCR)

- Review panel determines merit or no merit on the complaint and forwards to the Office of the Chief of Police or the investigation may be sent back to IA for further investigation.
  - Merit- Recommendation indicating that a preponderance of the evidence supports an allegation in a complaint.
  - No Merit- Recommendation indicating that a preponderance of the evidence does not support an allegation in a complaint.
- Discipline recommendation is decided by police personnel usually at the Chief/Deputy Chief level.



# Minneapolis Review Board

## Board Member Selection

Seven members are appointed by the Council (4) and Mayor (3).

## Training

Failure to complete the required training, by majority of City Council vote, incompetence, misconduct or neglect of duty will result in removal from the board.



# Minneapolis Review Board

## Training Continued...

- Attend annual training session arranged by Civil Rights Department
- Police Use of Force Training
- Data Practices Act
- Open Meeting Law
- Ethics and Conflict of interest
- Public Employee Labor Relations Act (PELRA)
- Complete portions on Minneapolis PD Citizen's Academy within two years of appointment.





# City of St. Cloud

Agency Size:	111
Review Board Type:	Review-focused
Authority:	Ordinance; Ord. No. 260
Dept. Responsibility:	Police Department
Final Discipline Authority:	Chief of Police
Board Size:	9 (6 Citizens and 3 Officers)
Term:	Three years for both citizens and officers. No officer may serve more than two terms.



# City of St. Cloud

Other Duties:	Annual Report
Budget:	Board members are not paid.
Meeting Frequency:	As Needed (Board met three times in 2019)



# St. Cloud Complaint Process

- Civilian Review Board will review all external complaints and internal complaints related to:
  - Excessive Force
  - Inappropriate Use of Firearms
  - Discrimination
  - Other cases presented to the board at the discretion of the Chief of Police
  - The Board does not review internal complaints unless they meet the above categories.



# St. Cloud Complaint Process

Complaints are filed with the police department.

- A preliminary investigation is done and then given to the Chief of Police.
- If the Chief determines more information is needed then an IA is completed.
- If the Chief determines no further information is needed then the complaint and preliminary findings go to the review board.
- The board then may concur with the Chief or send back the complaint for further investigation.



# St. Cloud Complaint Process

- Review board does not recommend discipline. They only propose a complaint finding.
- Review board does not have access to the officer's file.
- In the past 5 years the review board and Chief of Police have agreed on all complaint findings.



# St. Cloud Complaint Process

## Board Member Selection

- Citizen members are appointed by the Mayor and approved by the Council. All officers shall be recommended to the Mayor for appointment. Two members must represent Law Enforcement Labor Services (LELS). At least one officer and one supervisor.
- Chief appoints a review coordinator to prep for meetings.



# St. Cloud Complaint Process

## Training (prior to assuming board duties)

- Topics related to police work
- Investigations
- Relevant Law
- Cultural Diversity
- Officer Ride Along



# St. Cloud Complaint Process

## Training Continued...

Failure to complete necessary training, violating data practices or non-attendance of three or more meetings may cause termination of appointment as recommended by the Chief of Police and concurred by the mayor.





# Department Comparison

	St. Paul	Minneapolis	St. Cloud	Brooklyn Center
<b>Agency Size</b>	629 Officers	Est. 800	111	49
<b>Ordinance</b>	Yes; Ord. No. 102	Yes; Ord. No. 172	Yes; Ord. No. 260	* None as of yet
<b>Department of Responsibility</b>	Human Rights	Civil Rights	Police Department	Police Department
<b>Final Discipline Authority</b>	Chief of Police	Chief of Police	Chief of Police	Chief of Police
<b>Size of Board</b>	9	7 (2 Civilians and 2 Officers)	9 (3 Officers)	7 (2 officers and selection by each council member)
<b>Term Lengths</b>	3-Year Terms or 2 Lifetime Terms	2-4 Years	3 Years	TBD



*Continued*

# Department Comparison

	St. Paul	Minneapolis	St. Cloud	Brooklyn Center
<b>Frequency of Meetings</b>	Quarterly (Min. or Twice per Month (Max.))	Once per Month or More as Necessary	As Needed	As needed
<b>Training Required</b>	Yes	Yes	Yes	Yes
<b>Other Duties</b>	Advise on Policy and Annual Report	Prepares Annual Report	Annual Report	Annual Report (other TBD)
<b>Budget</b>	\$16,000 / \$50 per member per meeting	\$50 per meeting OPCR \$1,036,000	Unpaid	TBD
<b>Type of Board</b>	Review-focused	Investigative and Review- focused	Review-focused	Review-focused



# Notable Findings

1. St. Cloud and St. Paul both require the Chief and review board chair to meet within 5 days if the Chief disagrees with the boards complaint findings. Goal of this is an attempt to understand each others concerns.
2. Approximate national citizen complaint sustain rate is about 10%. No research was found to conclude that review boards sustain complaints at a higher rate than departments do. (*Walker*)
3. The Minnesota Police Officers Discipline Procedures Act (PODPA, MN. Stat. 626.89 Subd. 17) prohibits review boards from making a finding of fact on a complaint or imposing a discipline. Review boards recommendations are not binding.

Continued...



# Notable Findings

4. The complaints St. Cloud, Minneapolis and St Paul's review board look at appear consistent with what other national review boards handle.
  - If a Brooklyn Center review board were to have the same criteria. 23 complaints would have been reviewed in 5.4 years or just over 4 complaints a year (External complaints only).
  - If you were to include internal complaints the board would have reviewed 27 complaints over 5.4 years or about 5 complaints a year.
5. Actual case discussions in Minneapolis, St. Paul and St. Cloud are closed to the public (Mn. Stat. 13D.05 Subd. 2).



# Board Member Selection Criteria

- Must be willing to be impartial to ensure fairness.
- Communicate effectively with others.
- Make group decisions.
- Maintain confidentiality and be trusted with sensitive data.
- Commit time to attend meetings, attend trainings and review documentation.
- No minimum education needed.
- Resident of city.
- Complete background check (necessary in order to review sensitive CJIS data).



# Board Member Selection Criteria

- At least 18 years of age.
- Must be willing to handle public scrutiny when making decisions.
- Complete application and potential interview or supplemental questions.

(St Paul PCIARC, Mpls)



# Anticipated Costs

## Staff Time

- All cities have a board coordinator. In Minneapolis and St. Paul this person is outside the police department and prepares meetings, handles administrative tasks during meetings, prepares recommendations and finding letters and assists with outreach and the annual report. In St. Cloud this appears to be a collateral duty for a department employee.
- Officer time to attend review board meetings (Complaint investigator or an officer speaking on his/her behalf).
- Minneapolis and St. Paul pay their commissioners \$50 a meeting. Overall costs to be determined by amount of meetings and number of commissioners. St. Cloud does not pay commissioners.



# Anticipated Costs

## Training Costs

To be determined based on identified training criteria and training time.

## Equipment

St. Paul provides commissioners with laptops and two weeks prior to the meeting. All investigative material is pre-loaded onto the laptop for commissioner review prior to the meeting. This is more efficient than printing multiple copies of a file. Cost per computer is about \$1,000-1,500 (BC IT).





# Additional Consideration

- Ordinance should be well defined to explain role of review board and what complaints they will review. This has been an issue in other cities.
- Given the low volume of complaints what other tasks would a review board perform?
  - Policy Recommendations (non-binding)?
  - Community Outreach?
  - Public reading of Annual Report and overview/explanation of complaint process?



# Additional Consideration

- Trust is Paramount
  - Officers, even in a minority role, should be on the panel in order to ensure buy-in with this process. Without officers on the panel increased police-community relations and cross dialogue becomes difficult to achieve. (21<sup>st</sup> Century Policing)
- Current Brooklyn Center Policy requires all complaint investigations be completed within three months of the department becoming aware of the allegation. Extensions may be granted by the Chief of Police (Personnel Complaints, 1010.6.5).
  - Does the added step of a review board give a perception of a delay in accountability?
  - Does the delay in complaint resolution adversely impact complainant/officer satisfaction?



# Resources

NACOLE Website

[https://www.nacole.org/about\\_us](https://www.nacole.org/about_us)

Recommended Training Criteria

[https://www.nacole.org/recommended\\_training\\_for\\_board\\_and\\_commission\\_members](https://www.nacole.org/recommended_training_for_board_and_commission_members)



# Resources

## Review Board Agency Websites

- Albany, NY  
<https://www.albanycprb.org/>
- Indianapolis, IN  
<https://www.indy.gov/agency/citizens-police-complaint-office>
- Los Angeles, CA  
<https://www.oig.lacity.org/>
- New Orleans, LA  
<http://nolaipm.gov/main/?page=home>
- San Diego County, CA  
<https://www.sandiegocounty.gov/clerb/>
- San Francisco, CA  
<https://sfgov.org/dpa>
- San Jose, CA  
<https://www.sanjoseca.gov/your-government/appointees/independent-police-auditor>
- St. Paul, MN  
<https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/police-civilian-internal-affairs-review-3>
- Washington, D.C.  
<https://policecomplaints.dc.gov/>



# Resources

## Ordinances

- St. Paul  
[https://library.municode.com/mn/st.\\_paul/codes/code\\_of\\_ordinances?nodeId=PTIIIADCO\\_TITVCOCO\\_CH102POVIINAFRECO](https://library.municode.com/mn/st._paul/codes/code_of_ordinances?nodeId=PTIIIADCO_TITVCOCO_CH102POVIINAFRECO)
- Minneapolis  
[http://minneapolis-mn.elaws.us/code/coor\\_title9\\_ch172](http://minneapolis-mn.elaws.us/code/coor_title9_ch172)
- St Cloud  
<https://ci.stcloud.mn.us/DocumentCenter/View/367/260-St-Cloud-Police-Citizens-Review-Board?bidId=>

## Statutes

- PELRA  
<https://npelra.org/>
- PODPA  
<https://www.revisor.mn.gov/statutes/cite/626.89>



## Council/EDA Work Session

DATE: 9/23/2024

TO: City Council

FROM: Dr. Reggie Edwards, City Manager

THROUGH: N/A

BY: Dr. Reggie Edwards, City Manager

SUBJECT: Upcoming Items

### **Requested Council Action:**

- Memorial Policy - 2025
- Grants: Revenues & Expenses
- Purchasing Policy - 2025
- Planning Application Process - October
- Commission Members
- Property Tax

### **Background:**

### **Budget Issues:**

### **Antiracist/Equity Policy Effect:**

### **Strategic Priorities and Values:**